Business Consulting Services

Data Collection Tool (DCT) Training

CNRMA Activity-Based Costing Project

June 15, 2004 – December, 2004

e: To Prepare ALL CNRMA Personnel in the Mandatory Use of the Web-Enabled Data Collect

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Contents

- Why are we implementing ABC?
- What is ABC?
- ABC at CNRMA
- Key Dates for Involvement
- Data Collection Tool (DCT)
- ABC Help Desk Contact Information
- Supervisor or Designated Personnel Training

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Why Activity-Based Costing?

What can ABC do for us?

- Provide and defend budgets to Congress
- Program more accurately in a budget-constrained environment
- Assess the impact of changes in customer demands on BOS services and costs
- Compare costs in and among regions – benchmark for best practices

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What is ABC?

Activity-Based Costing (ABC) is an ongoing management initiative that provides insight into the relationship between

- Work being performed (Activities),
- Costs incurred (Resources), and
- Customers served (Cost Objects).

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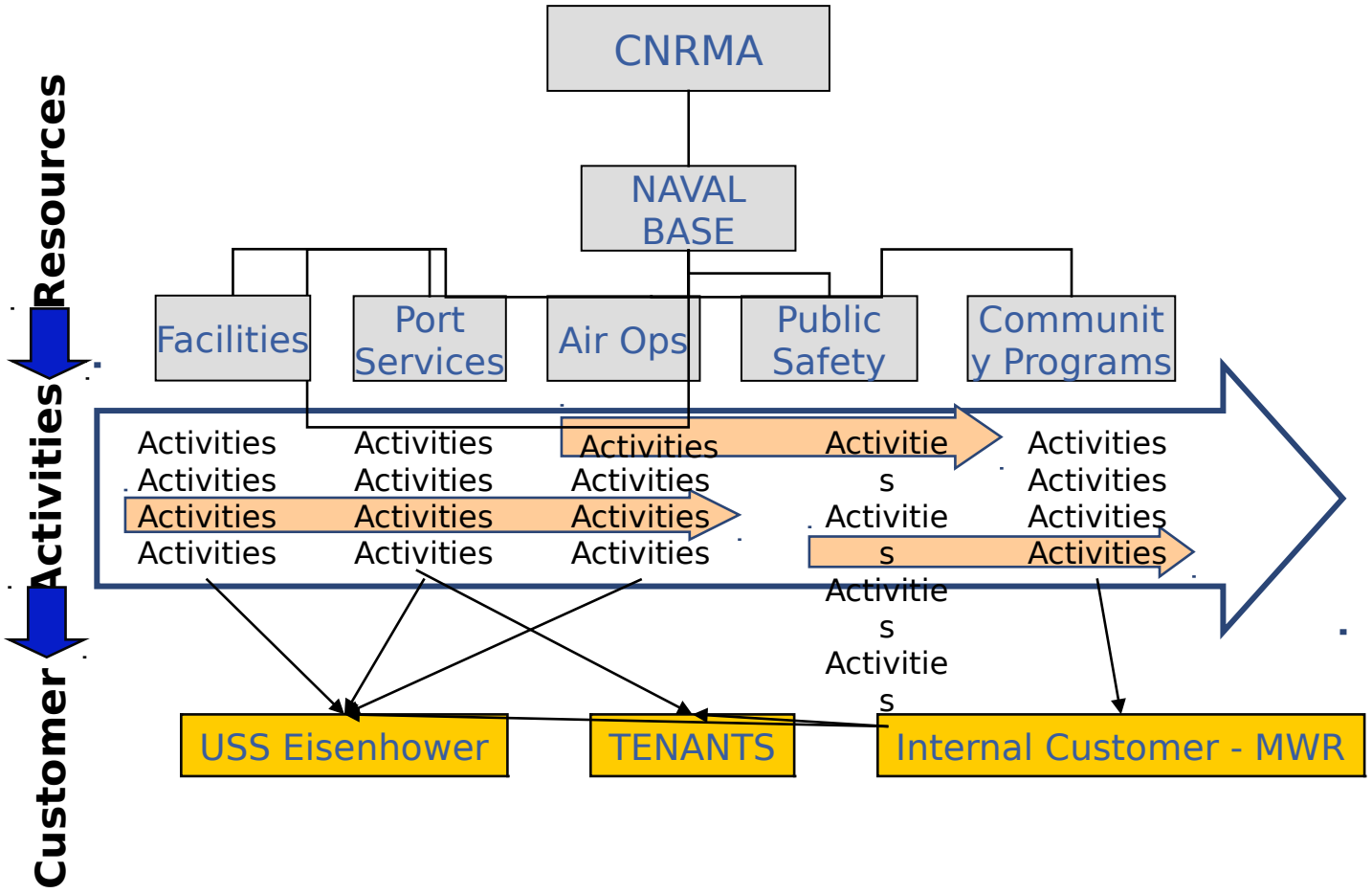
ABC at CNRMA


CNRMA
NAVAL BASE
Facilities
Port Services
Air Ops
Public Safety
Communit y Programs
Resources
Activities
Customer
Activities
Activities
Activities

ABC at CNRMA: Who does What, Where, & for Whom?

Who Consumed What

N3 – ACOS Operations
- Labor
  - Civilian Labor
  - Military Labor
- Non-Labor
  - STARS Supplies
  - STARS Maintenance

N9 – Public Safety / Force Protection
- Labor
- Non-Labor

NQOL – Quality of Life
- Labor
- Non-Labor

How & Where It was Spent

01.1 – Air Operations
01.2 – Port Operations
01.2.1 – Port Services
01.2.1.1 – Berthing and Hotel Services
01.2.1.1.2 – Perform Port Maintenance
01.2.1.4 – Tugs and Craft
01.2.1.4.1 – Provide Tugs
01.3 – Operations Support
02.1 – Personnel Support
02.2 – Housing
03.1 – Facility Support
03.2 – Environmental
03.3 – Public Safety
03.4 – Command & Staff

Who was Serviced

- Internal
  - Legal
  - MWR
  - IT
- External
  - Home Ported Ships
    - USS Eisenhower
  - Visiting Ships
  - VA National Guard

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Key Dates for Region Involvement

Aug. 24, 2004 – Sept. 30, 2004:	Train All Hands on ABC and Data Collection Tool (DCT)
Go Live Date -- Sept. 1, 2004:	Fill out first labor assignment for work performed the previous month (1st – end of month) & fill out first non-labor assignment (16th – end of each month) for costs incurred in previous month.
Indefinitely:	CNRMA personnel continue assigning labor and non-labor via DCT monthly.

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Data Collection Tool - Labor Assignment Summary

- Access DCT website, Log in
- Select activities performed for that time period
- Enter percentage of time spent on those activities

Supervisors or designated personnel also responsible for completing and submitting group assignment, non-labor, and activity driver assignments **once** a month

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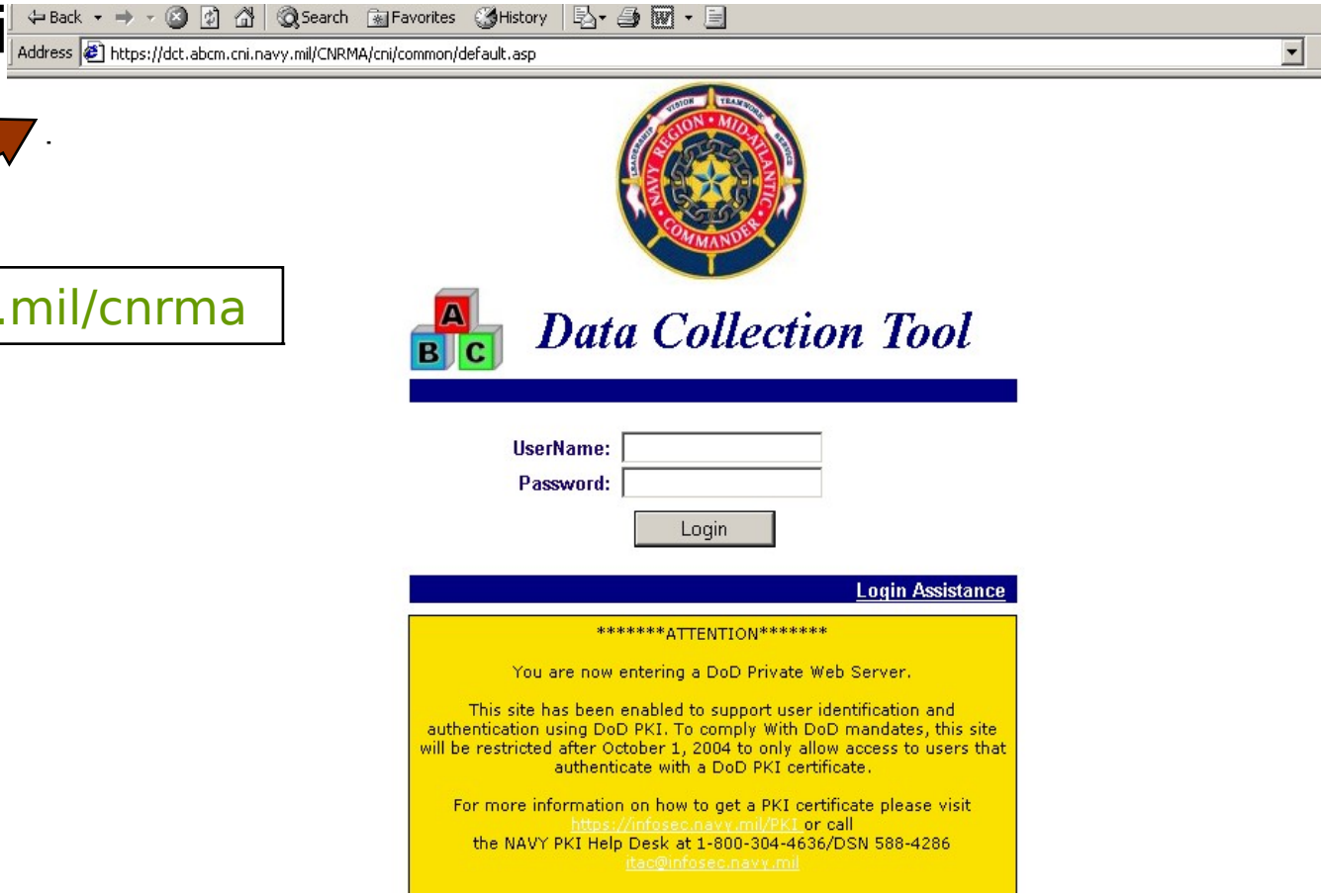
DCT: Assignment Instructions

1. Access Internet, Type DCT Internet address in Address fi


Back
Search
Favorites
History
Address
https://dct.abcm.cni.navy.mil/CNRMA/cni/common/default.asp
Data Collection Tool
UserName:
Password:
Login
Login Assistance
*******ATTENTION*******
You are now entering a DoD Private Web Server.
This site has been enabled to support user identification and authentication using DoD PKI. To comply With DoD mandates, this site will be restricted after October 1, 2004 to only allow access to users that authenticate with a DoD PKI certificate.
For more information on how to get a PKI certificate please visit https://infosec.navy.mil/PKI or call
the NAVY PKI Help Desk at 1-800-304-4636/DSN 588-4286
itac@infosec.navy.mil

ttps://dct.abcm.cni.navy.mil/cnrma

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DCT: Assignment Instructions

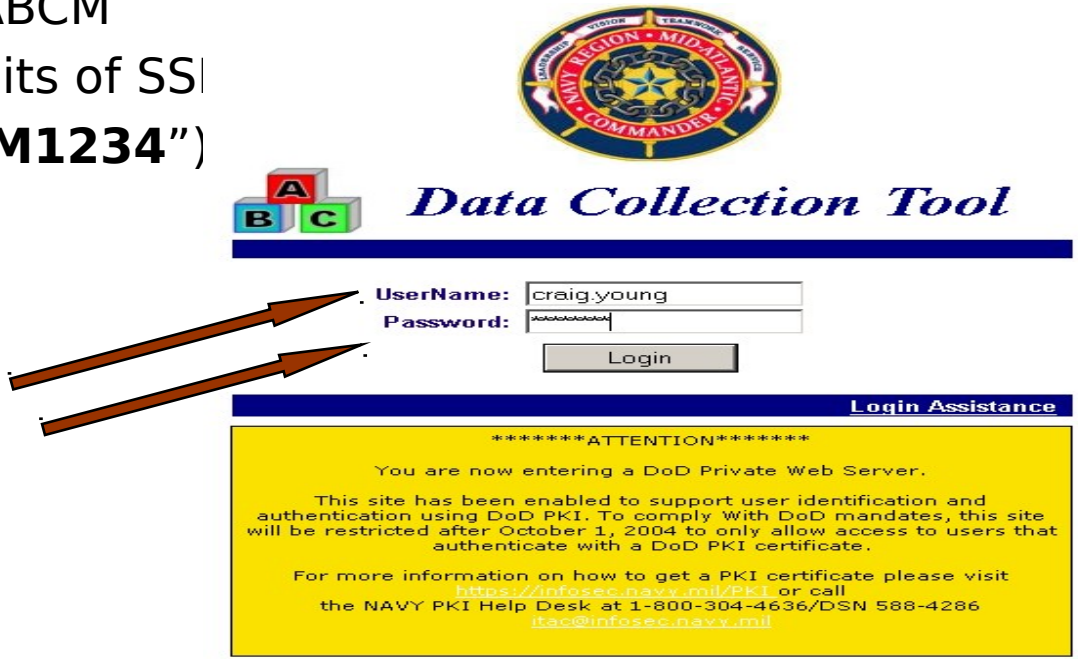
2. Log in

a) Enter Username = First name followed by "." followed by Last name (For example, the user name for Craig Young is "**craig.young**")

b) Enter Password = "ABCM" plus the last four digits of SS (For example, "**ABCM1234**")

c) Click "**Login**"

- UserName is NOT case sensitive
- Password is case sensitive – must be in all CAPS at first login


Data Collection Tool
UserName:
craig.young
Password:
Login
Login Assistance
*******ATTENTION*******
You are now entering a DoD Private Web Server.
This site has been enabled to support user identification and authentication using DoD PKI. To comply With DoD mandates, this site will be restricted after October 1, 2004 to only allow access to users that authenticate with a DoD PKI certificate.
For more information on how to get a PKI certificate please visit
https://infosec.navy.mil/PKI/ or call
the NAVY PKI Help Desk at 1-800-304-4636/DSN 588-4286
itac@infosec.navy.mil

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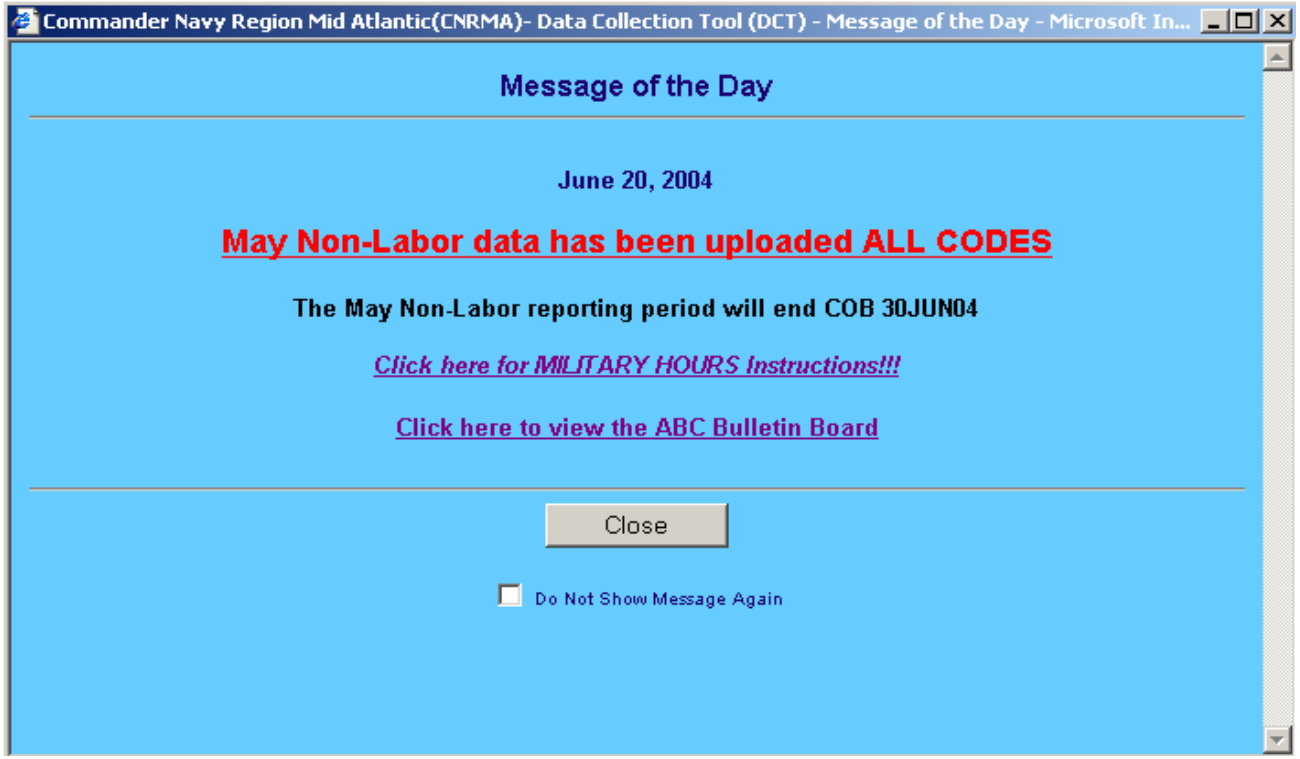
DCT: Assignment Instructions

Each time you log in a Message of the day will appear. Please read the message and then click close to proceed.


Commander Navy Region Mid Atlantic(CNRMA)- Data Collection Tool (DCT) - Message of the Day - Microsoft In...
Message of the Day
June 20, 2004
May Non-Labor data has been uploaded ALL CODES
The May Non-Labor reporting period will end COB 30JUN04
Click here for MILITARY HOURS Instructions!!!
Click here to view the ABC Bulletin Board
Close
Do Not Show Message Again

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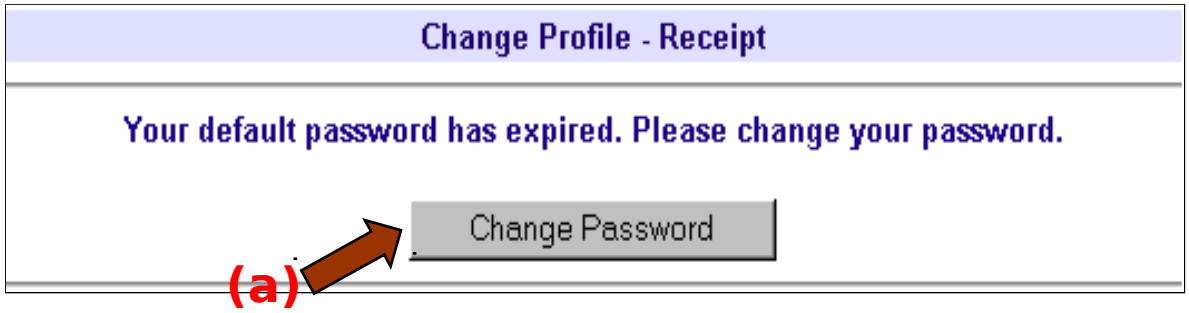
DCT: Assignment Instructions

3. Change Password, The first time a user logs in to the DCT they will be prompted to change their password
   a) Click “Change Password”



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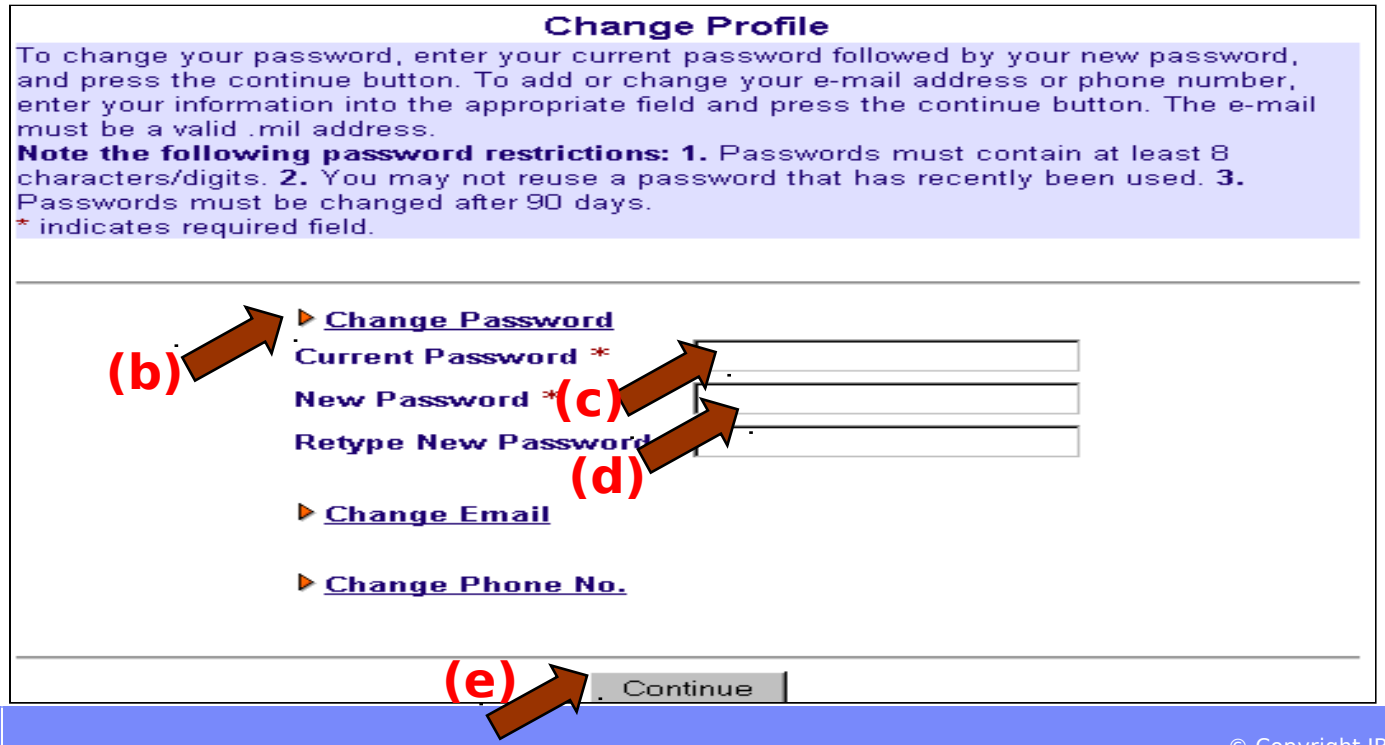
DCT: Assignment Instructions

b) Click Change Password
c) Enter Current Password
d) Enter and Retype New Password
e) Click Continue


Change Profile
To change your password, enter your current password followed by your new password, and press the continue button. To add or change your e-mail address or phone number, enter your information into the appropriate field and press the continue button. The e-mail must be a valid .mil address.
Note the following password restrictions: 1. Passwords must contain at least 8 characters/digits. 2. You may not reuse a password that has recently been used. 3. Passwords must be changed after 90 days.
* indicates required field.
Change Password
Current Password *
New Password *
Retype New Password
Change Email
Change Phone No.
Continue
(b)
(c)
(d)
(e)

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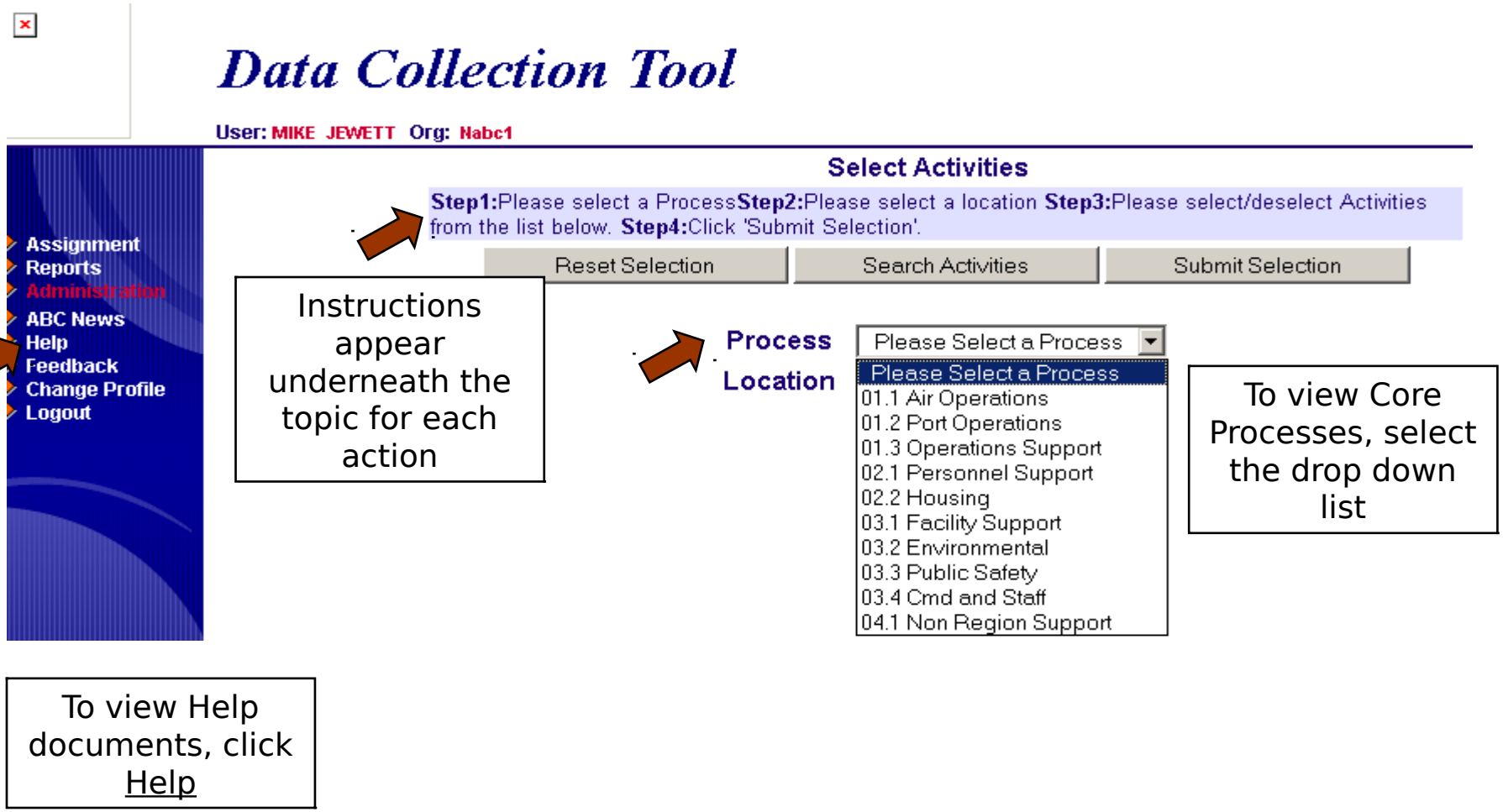
DCT: Labor Assignment



Instructions appear underneath the topic for each action

To view Core Processes, select the drop down list

To view Help documents, click Help

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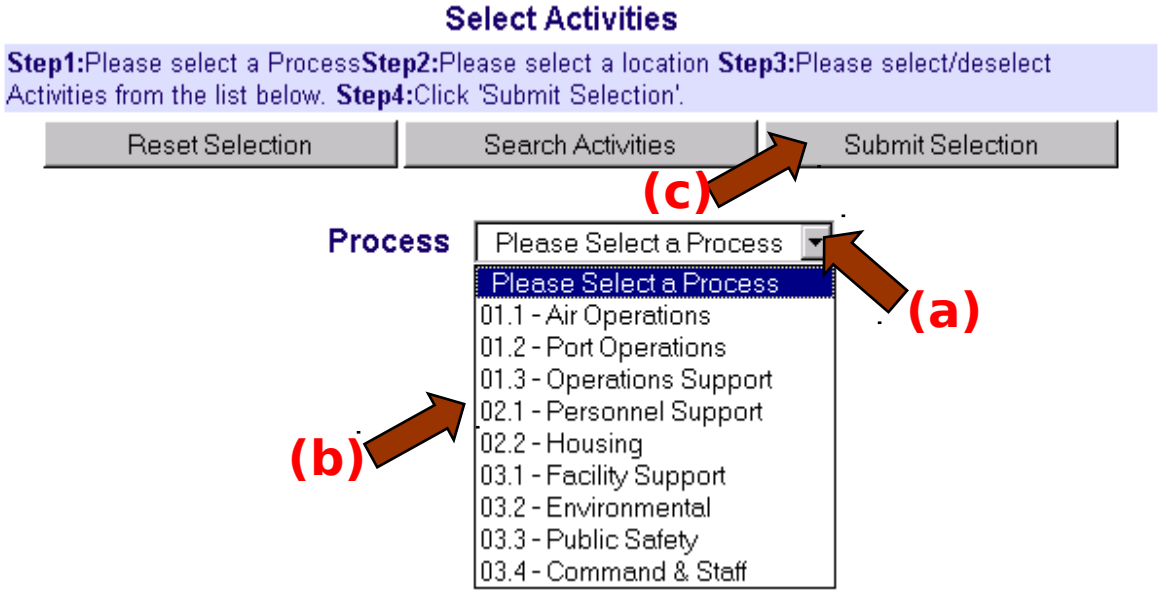
DCT: Labor Assignment

4. Choose Process and Location

a) Click on arrow next to Process box to reveal the Process list

b) Click on Process performed during this period

c) Submit selection to view screen with Activities associated with that Process



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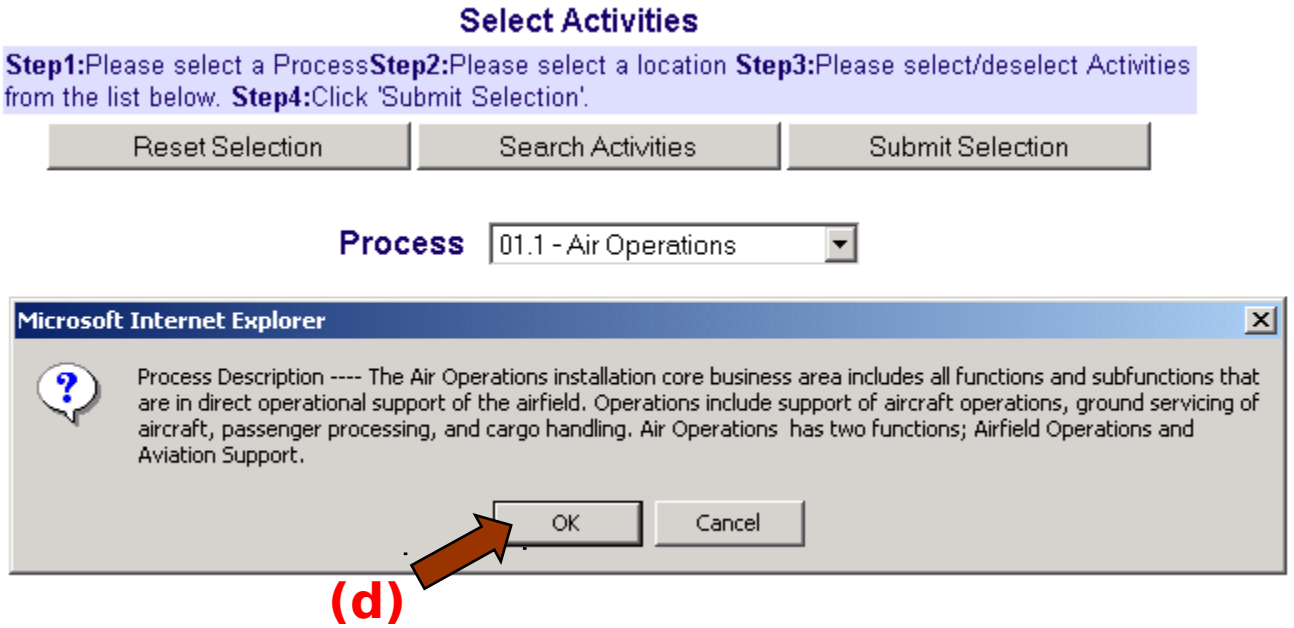
DCT: Labor Assignment

d) When you click on a process, its definition will appear. Click "**OK**" to go to the next screen.


Select Activities
Step1:Please select a ProcessStep2:Please select a location Step3:Please select/deselect Activities from the list below. Step4:Click 'Submit Selection'.
Reset Selection
Search Activities
Submit Selection
Process
01.1 - Air Operations
Microsoft Internet Explorer
Process Description ---- The Air Operations installation core business area includes all functions and subfunctions that are in direct operational support of the airfield. Operations include support of aircraft operations, ground servicing of aircraft, passenger processing, and cargo handling. Air Operations has two functions; Airfield Operations and Aviation Support.
OK
Cancel
(d)

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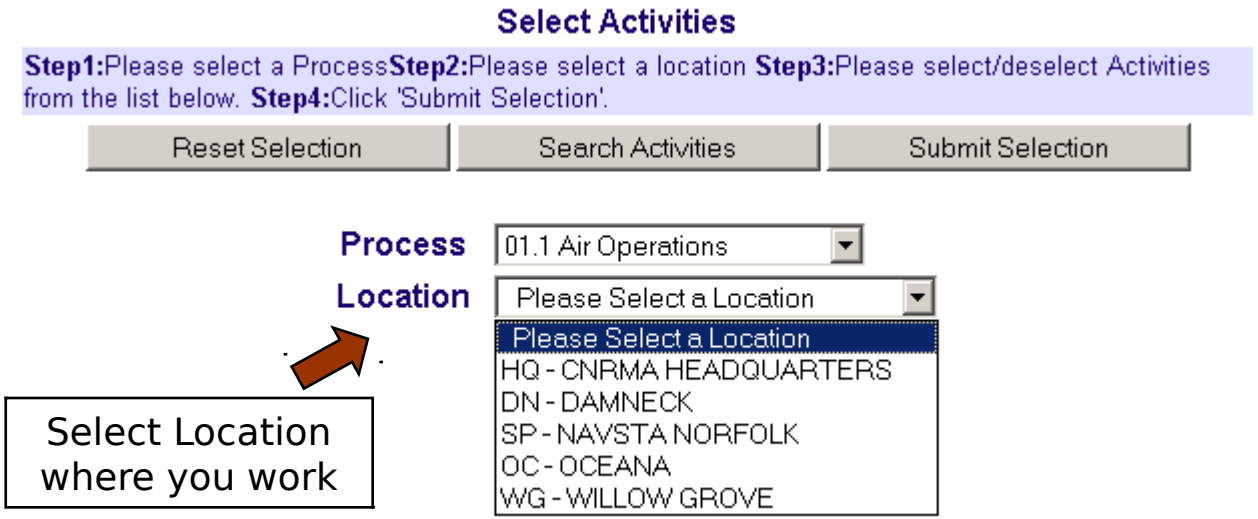
DCT: Labor Assignment

d) When you click on a location, a list of locations where the core process is performed.



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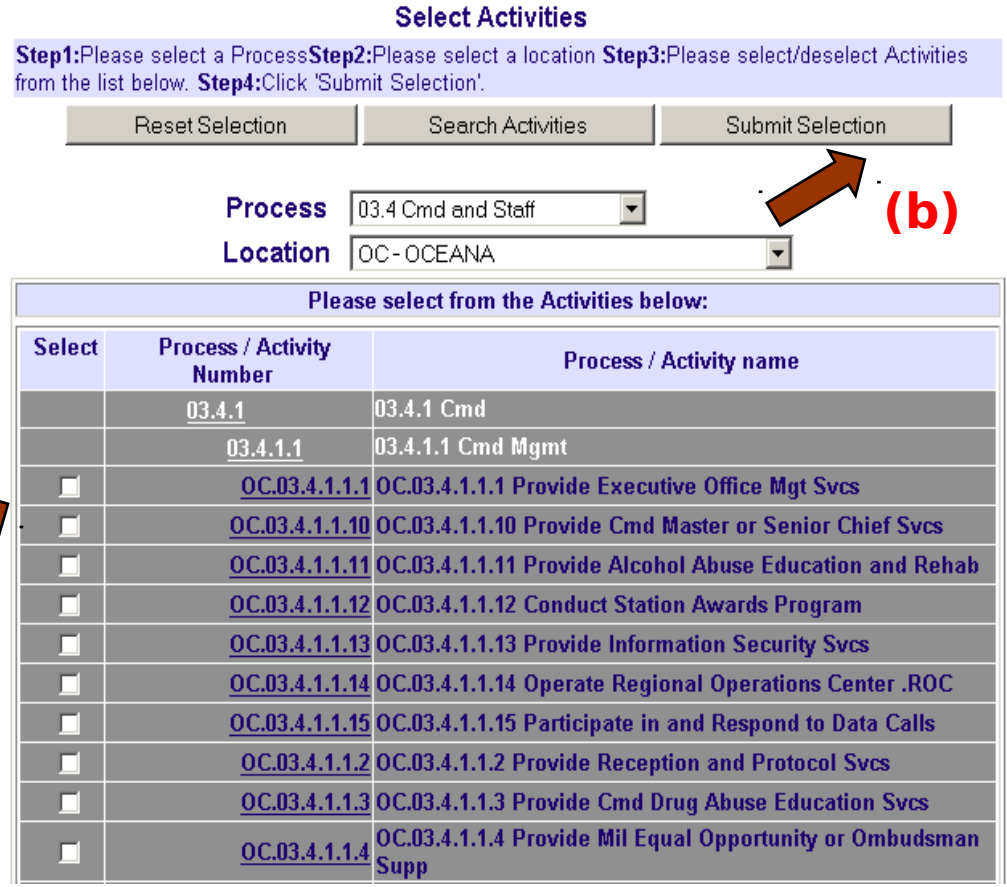
DCT: Labor Assignment

5. Choose Activities

a) Select activities performed by clicking the check box

b) When all activities for this process have been selected, click "**Submit Selection**" or select another process from the drop-down



To conduct a keyword search for activities, click "Search Activities"

To view definitions, click on the underlined process/ activity number or on the blue circle next to the process/ activity name

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DCT: Labor Assignment

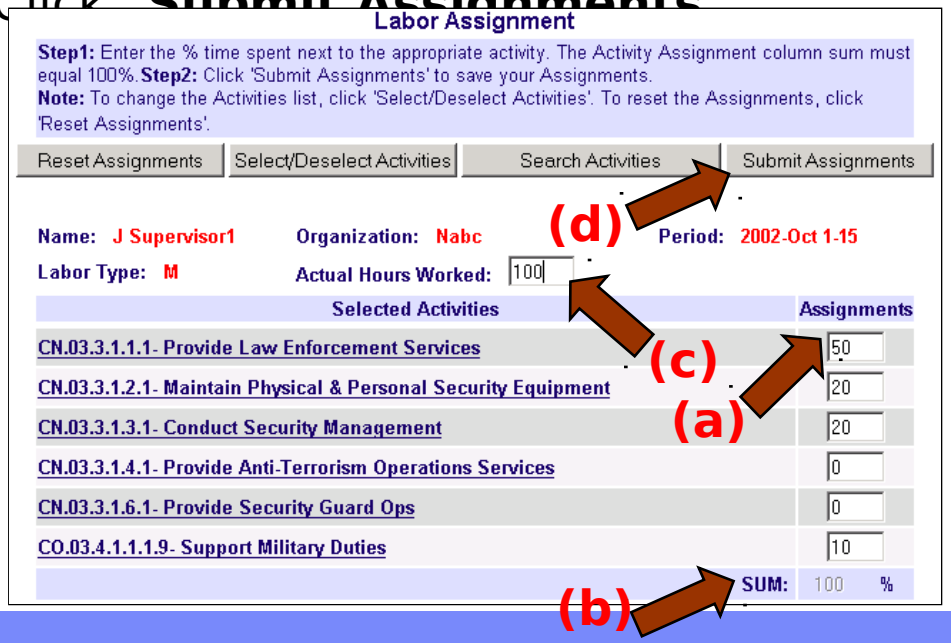
6. Enter percentage of time spent on each activity

a) Click inside box next to activity and enter percentage time spent on each activity for this period

b) Make sure percentages add to 100%

c) Military Personnel *only* enter Number of Hours worked

d) Click "**Submit Assignments**"


Labor Assignment
Step1: Enter the % time spent next to the appropriate activity. The Activity Assignment column sum must equal 100%. Step2: Click 'Submit Assignments' to save your Assignments.
Note: To change the Activities list, click 'Select/Deselect Activities'. To reset the Assignments, click 'Reset Assignments'.
Reset Assignments
Select/Deselect Activities
Search Activities
Submit Assignments
Name: J Supervisor1
Organization: Nabc
Period: 2002-Oct 1-15
Labor Type: M
Actual Hours Worked: 100
Selected Activities
Assignments
CN.03.3.1.1.1- Provide Law Enforcement Services 50
CN.03.3.1.2.1- Maintain Physical & Personal Security Equipment 20
CN.03.3.1.3.1- Conduct Security Management 20
CN.03.3.1.4.1- Provide Anti-Terrorism Operations Services 0
CN.03.3.1.6.1- Provide Security Guard Ops 0
CO.03.4.1.1.1.9- Support Military Duties 10
SUM: 100 %
(d)
(c)
(a)
(b)

To change activity list, click "Select/Deselect Activities"

Military Personnel must enter Number of hours worked in box provided

Assignment sum must = 100 %

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DCT: Labor Assignment

7. View Receipt Page and Exit Application

a) To print, click "**Printable Version**"

b) To exit, click "**Logout**" on the left navigation menu

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DCT: Labor Assignment

Search Activities

a) Click on “Search Activities”

b) Enter a Keyword – one word is better than a phrase

c) Select a Command/Location or Select “All”

d) Select a Process or Select “All”

e) Click on “**Search**”

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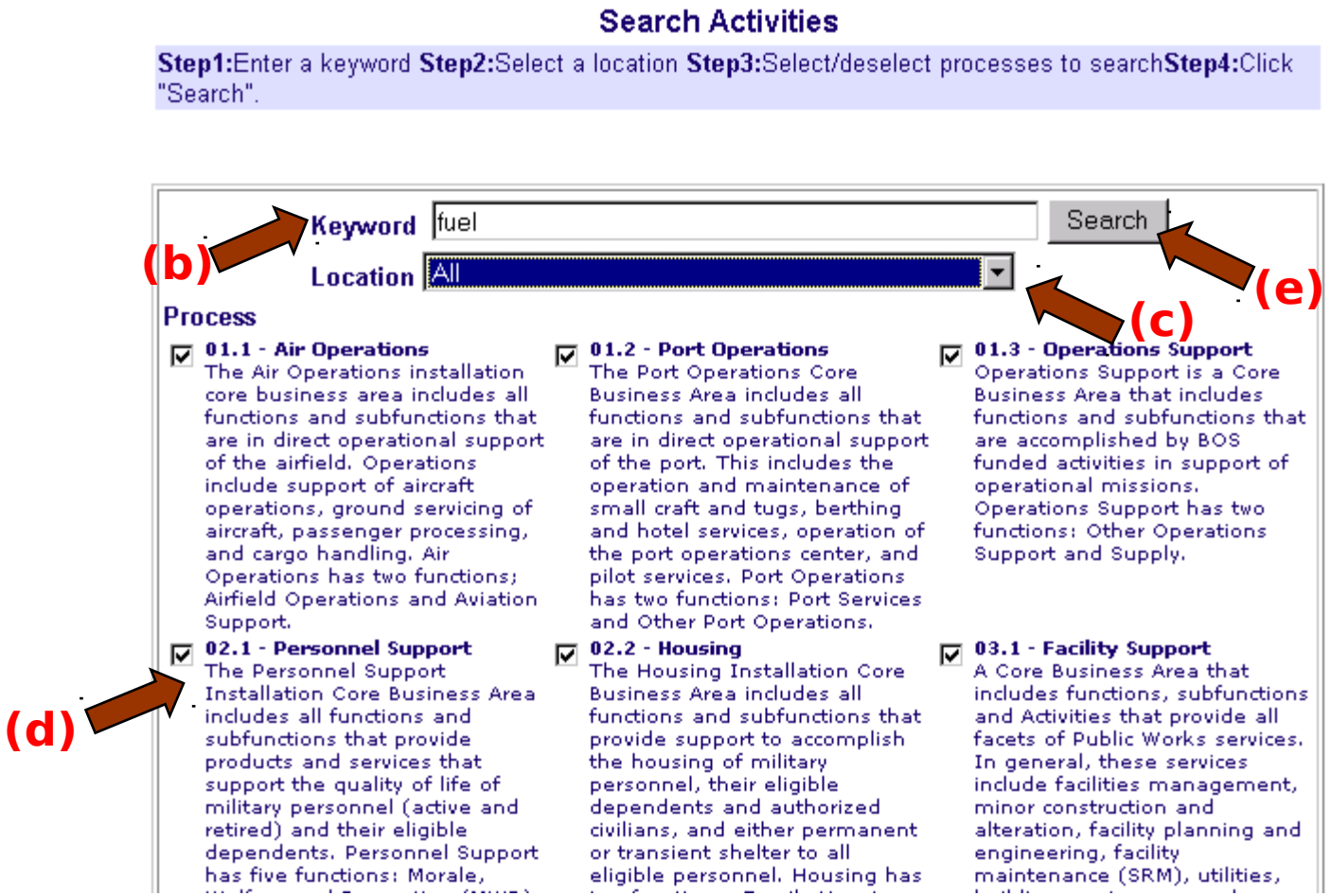
DCT: Labor Assignment


Search Activities
Step1:Enter a keyword Step2:Select a location Step3:Select/deselect processes to searchStep4:Click "Search".
Keyword
fuel
Search
Location
All
(b)
(c)
(e)
Process
01.1 - Air Operations
The Air Operations installation core business area includes all functions and subfunctions that are in direct operational support of the airfield. Operations include support of aircraft operations, ground servicing of aircraft, passenger processing, and cargo handling. Air Operations has two functions; Airfield Operations and Aviation Support.
01.2 - Port Operations
The Port Operations Core Business Area includes all functions and subfunctions that are in direct operational support of the port. This includes the operation and maintenance of small craft and tugs, berthing and hotel services, operation of the port operations center, and pilot services. Port Operations has two functions: Port Services and Other Port Operations.
01.3 - Operations Support
Operations Support is a Core Business Area that includes functions and subfunctions that are accomplished by BOS funded activities in support of operational missions. Operations Support has two functions: Other Operations Support and Supply.
02.1 - Personnel Support
The Personnel Support Installation Core Business Area includes all functions and subfunctions that provide products and services that support the quality of life of military personnel (active and retired) and their eligible dependents. Personnel Support has five functions: Morale,
02.2 - Housing
The Housing Installation Core Business Area includes all functions and subfunctions that provide support to accomplish the housing of military personnel, their eligible dependents and authorized civilians, and either permanent or transient shelter to all eligible personnel. Housing has
03.1 - Facility Support
A Core Business Area that includes functions, subfunctions and Activities that provide all facets of Public Works services. In general, these services include facilities management, minor construction and alteration, facility planning and engineering, facility maintenance (SRM), utilities,
(d)

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DCT Assistance

- **ABC Help Desk**
  - **E-mail: abcmhelp@.cmar.navy.mil**
  - **Primary Phone Number: 757-322-3151**
  - **Secondary Phone Number: 757-322-3152**

- **Additional Information – CNRMA ABC Bulletin Board**
  - **https://dct.abcm.cni.navy.mil/bb**
    - **Activity Dictionary**
    - **Customer List**
    - **IMAP 2005**
    - **All briefings and general information**
    - **Training Guides**

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DCT: Labor Assignment

- **Questions?**

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Supervisor or Designated Personnel Training

- PD’s
- Directors
- Business Managers
- TRCOs
- Contract Managers
- Designated Personnel

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Data Collection Tool – Supervisor Assignments

Supervisors will fill out group and non-labor assignments for their organizations. When there are multiple supervisors in the same organization (identified by org code), only one supervisor needs to complete the group and/or non-labor assignments in the DCT.

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Agenda - Supervisor & Designated Personnel Training

In addition to completing their own labor assignments, some personnel are responsible for completing some of the following assignments:

- Group Labor Assignment - Supervisors by Org Code
- Non-Labor Assignment - OPTAR Managers
- Activity Driver Quantities - Key Personnel Identified by PDs and Business Managers
- Activity-to-Customer Assignment – Key Personnel Identified by PDs and Business Managers

Org code supervisors will also have access to the following DCT Assignment Reports:

- Labor
- Non-Labor
- Group
- Employee
- Driver Quantity
- Activity-Customer

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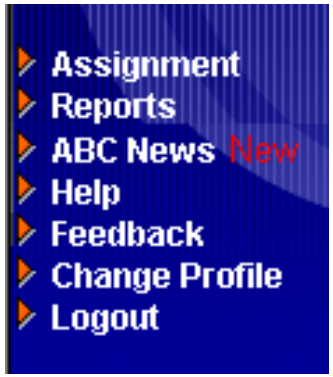
DCT: Group Labor Assignment



Use the Left Navigation Menu to access the Group Assignment

- Click the triangle to reveal submenu
- Click **Group** to go to the beginning screen for that assignment

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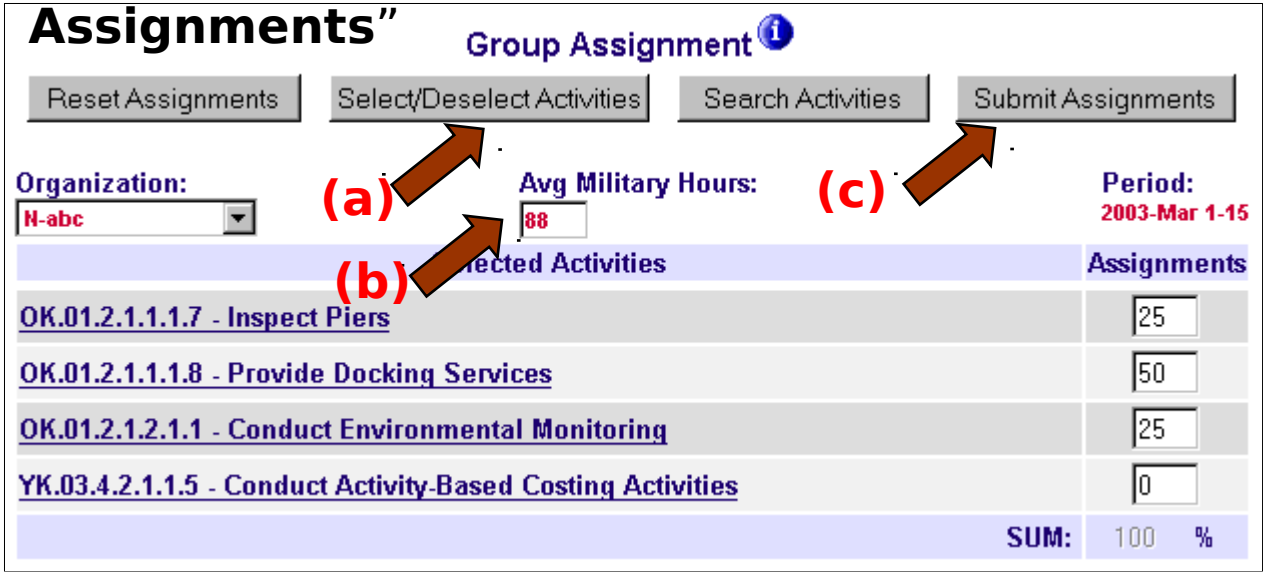
DCT: Group Labor Assignment

Create Activity List

a) To edit (or create) activity list, click on "**Select/Deselect Activities**"

b) In the Military Hours box type in average hours worked per military person included in this Group Assignment for this period (total military hours for group divided by total # of military personnel)

c) Enter "Group" percentages and click on "**Submit Assignments**"



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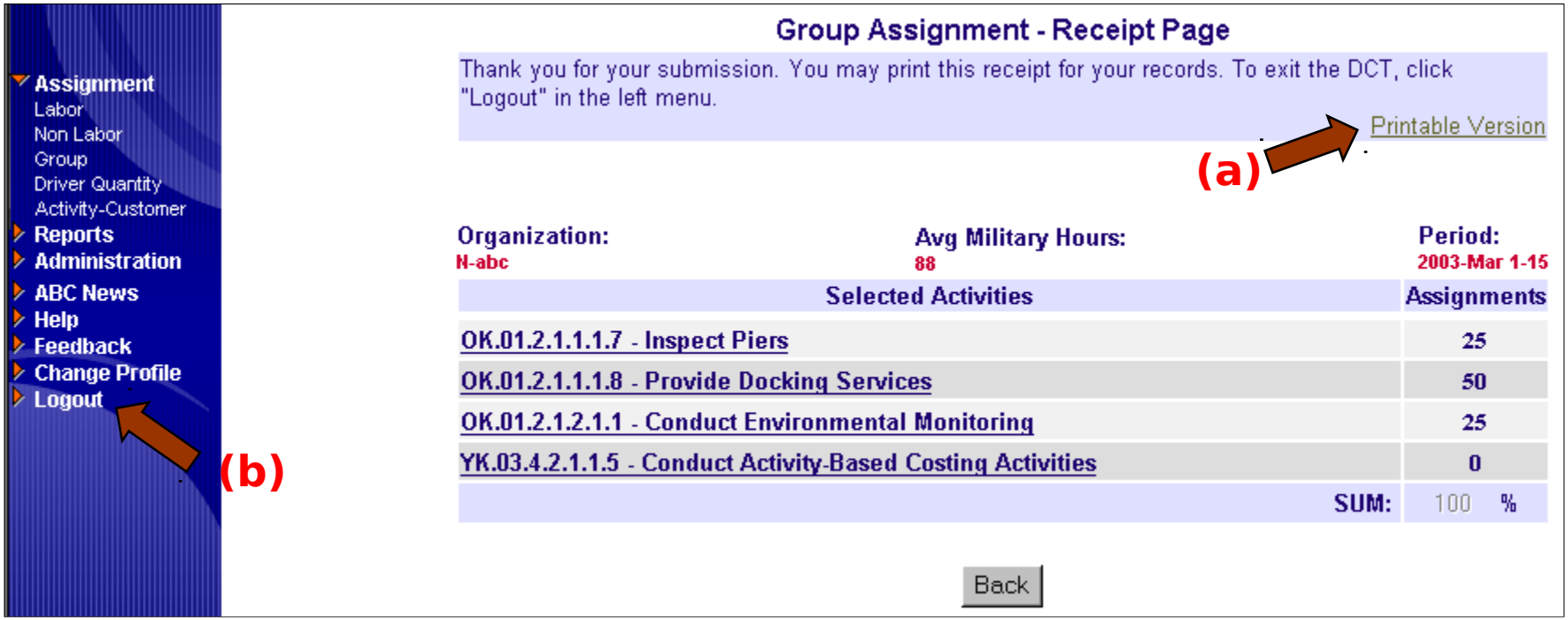
DCT: Group Labor Assignment View Page

View Receipt Page

a) To print, click "**Printable Version**"

b) To exit, click "**Logout**" on the left navigation menu



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DCT: Help

Please contact the ABC Helpdesk if you need assistance with selecting activities.

Primary Phone Number: **757-322-3151**

Secondary Phone Numbers: **757-322-3152**

E-mail: abcmhelp@cmar.navy.mil

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DCT: Non-Labor Assignment

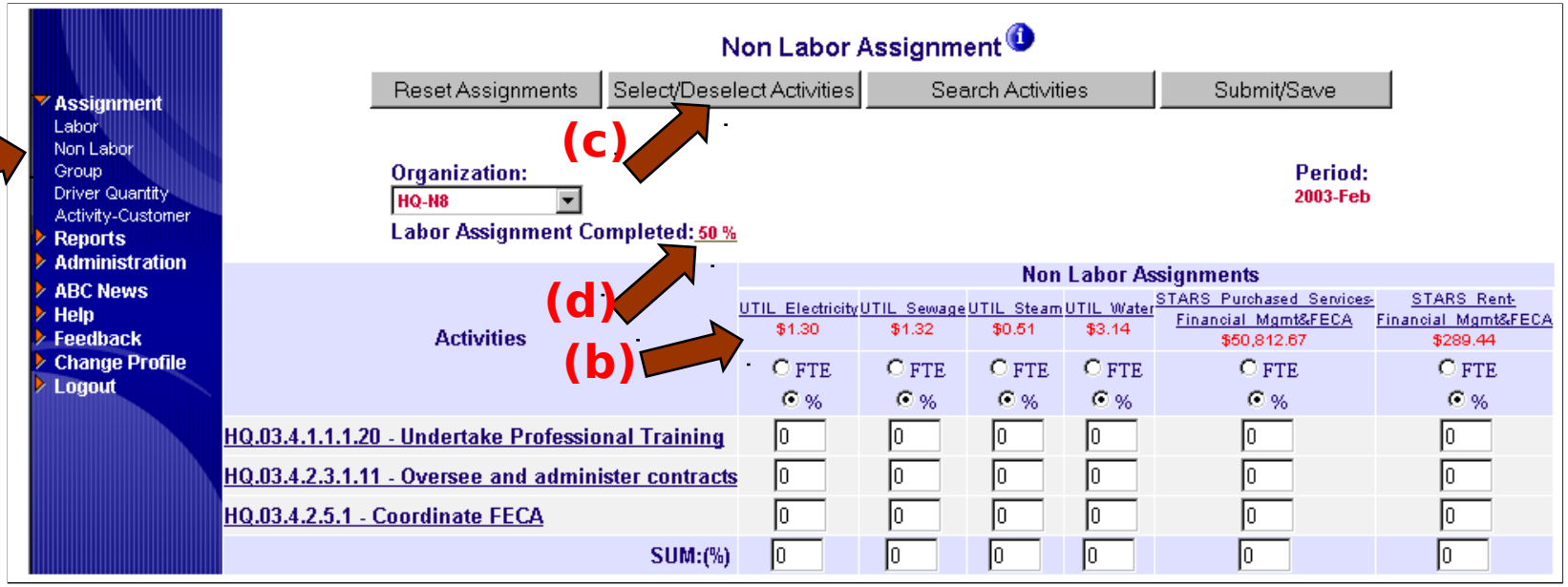
View Non-Labor Categories

a) Click "**Assignment**" on left navigation menu, choose "**Non-Labor**"

b) Review Non-Labor Categories

c) To edit (or create) activity list, click "**Select/Deselect Activities**"

d) To view FTE assignment, click Labor Assignment Completed, "__%"



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DCT: Non-Labor Assignment

Non-Labor Dollars may be assigned to Activities by two methods, **FTE** or **%**

- FTE - The FTE option assigns that expense element according to the aggregated labor %s that the organization (e.g., branch) assigned to activities. (FTE does NOT mean “Full-Time Equivalent” in this case)

- Percentages (%) - The % option assigns that expense element to selected activities by percentages

Each non-labor category’s sum must = 100%

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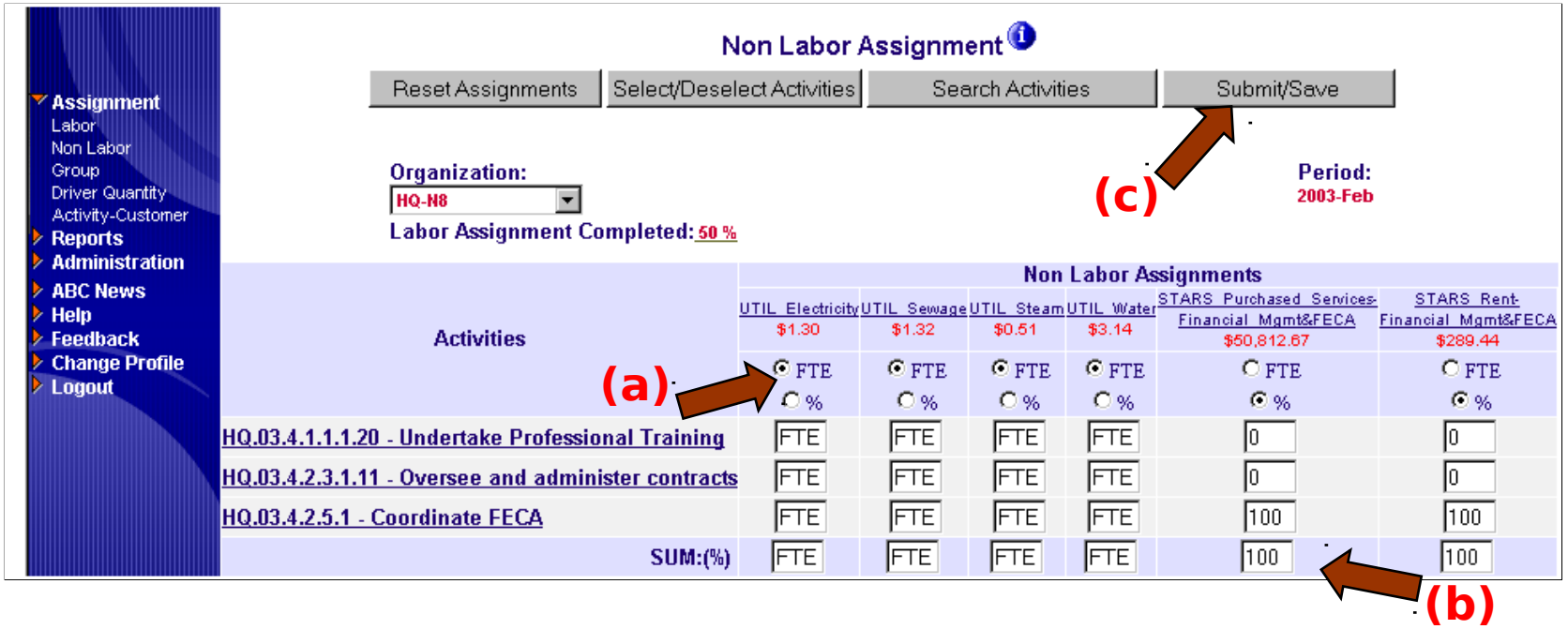
DCT: Non-Labor Assignment

Assign Non-Labor Dollars to Activities

a) For each non-labor category, select “FTE” or “%”

b) Enter %s where appropriate

c) Click “**Submit/Save**”



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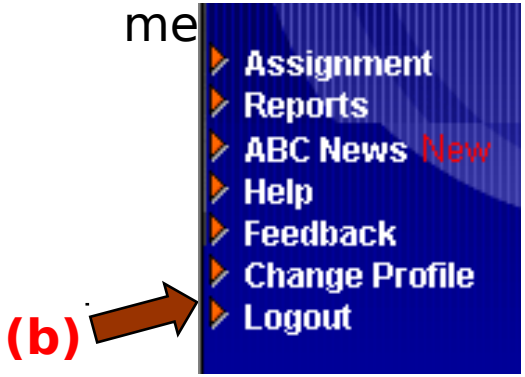
DCT: Non-Labor Assignment View Page

View Receipt Page and Exit Application

a) To print, click "**Printable Version**"

b) To exit, click "**Logout**" on the left navigation me



Non Labor Assignment - Receipt Page

Thank you for your submission. You may print this receipt for your records. To exit the DCT, click "Logout" in the left menu.

Printable Version

Organization: HQ-N8

(a)

Period: 2003-Feb

Percentage Assignments

Activities	Non Labor Assignments	
	STARS_Purchased_Services-Financial_Mgmt&FECA	STARS_Rent-Financial_Mgmt&FECA
	$50,812.67	$289.44
HQ.03.4.1.1.1.20 - Undertake Professional Training	0.00	0.00
HQ.03.4.2.3.1.11 - Oversee and administer contracts	0.00	0.00
HQ.03.4.2.5.1 - Coordinate FECA	100.00	100.00
SUM:(%)	**100.00**	**100.00**

FTE Assignments

Selected Activities	Non Labor Assignments			
	UTIL_Electricity	UTIL_Sewage	UTIL_Steam	UTIL_Water
	$1.30	$1.32	$0.51	$3.14
HQ.01.3.2.1.1 - Perform Supply Program Management	7.00	7.00	7.00	7.00
HQ.01.3.2.4.1.1 - Coordinate Stock Control / Requisitions	3.50	3.50	3.50	3.50
HQ.01.3.2.5.1 - Provide Warehousing Services	2.00	2.00	2.00	2.00
HQ.01.3.2.5.2 - Manage Personal Property	8.00	8.00	8.00	8.00
HQ.03.4.1.1.1.13 - Conduct Command Contract Oversight	3.50	3.50	3.50	3.50
HQ.03.4.1.1.1.15 - Provide Travel Services	1.00	1.00	1.00	1.00
HQ.03.4.1.1.1.16 - Provide Input to Data Calls	4.00	4.00	4.00	4.00
HQ.03.4.1.1.1.20 - Undertake Professional Training	2.00	2.00	2.00	2.00
HQ.03.4.1.1.1.21 - Undertake Military & other Collateral Duties	17.50	17.50	17.50	17.50
HQ.03.4.1.1.1.23 - Provide Administration Support	4.00	4.00	4.00	4.00
HQ.03.4.1.1.1.8 - Conduct Special and Periodic Reviews	5.50	5.50	5.50	5.50
HQ.03.4.2.3.1.10 - Manage Travel Card Program	14.00	14.00	14.00	14.00
HQ.03.4.2.3.1.11 - Oversee and administer contracts	2.00	2.00	2.00	2.00
HQ.03.4.2.3.1.4 - Perform Accounting Reconciliation&Follow Ups	2.50	2.50	2.50	2.50
HQ.03.4.2.3.1.5 - Manage Purchase Card Program	14.50	14.50	14.50	14.50
HQ.03.4.4.1.1 - Provide Drugs & Alcohol Support Services	9.00	9.00	9.00	9.00
SUM:(%)	**100.00 (apprx.)**	**100.00 (apprx.)**	**100.00 (apprx.)**	**100.00 (apprx.)**

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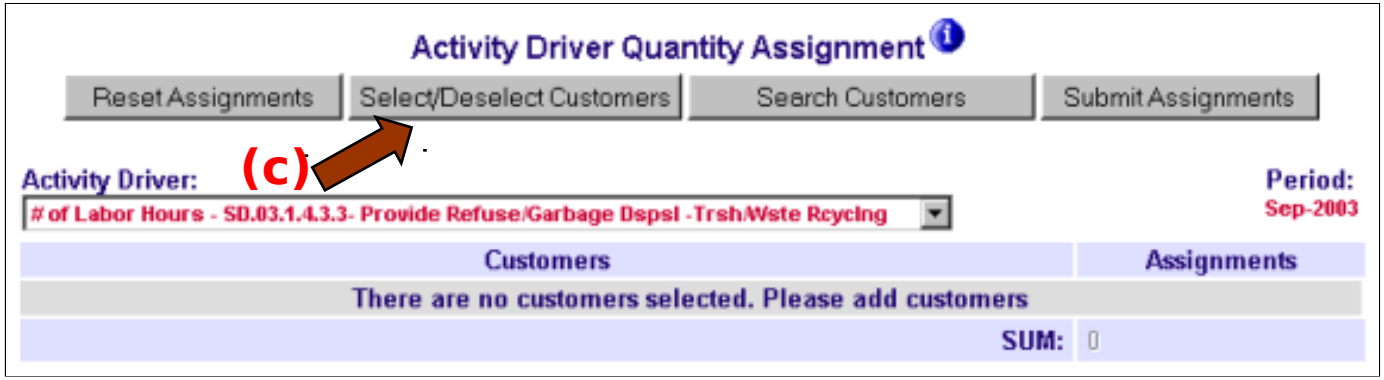
DCT: Activity Driver Quantity Assignment

a) Click on Assignment in left navigation menu, then choose "**Driver Quantity**"

b) Choose an Activity with associated Activity Driver from the drop down menu

c) Select the Customers by clicking the "**Select/Deselect Customers**" button



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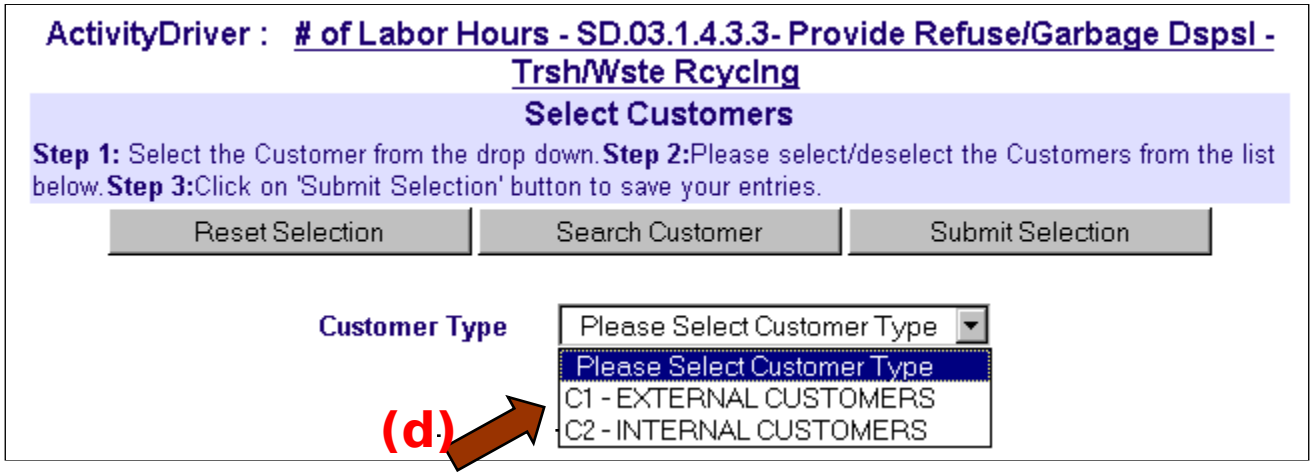
DCT: Activity Driver Quantity Assignment

d) Select Customer Type (i.e., External or Internal) from drop-down box


ActivityDriver : # of Labor Hours - SD.03.1.4.3.3- Provide Refuse/Garbage Dspsl - Trsh/Wste Rcyclng
Select Customers
Step 1: Select the Customer from the drop down. Step 2:Please select/deselect the Customers from the list below. Step 3:Click on 'Submit Selection' button to save your entries.
Reset Selection
Search Customer
Submit Selection
Customer Type
Please Select Customer Type
Please Select Customer Type
C1 - EXTERNAL CUSTOMERS
C2 - INTERNAL CUSTOMERS
(d)

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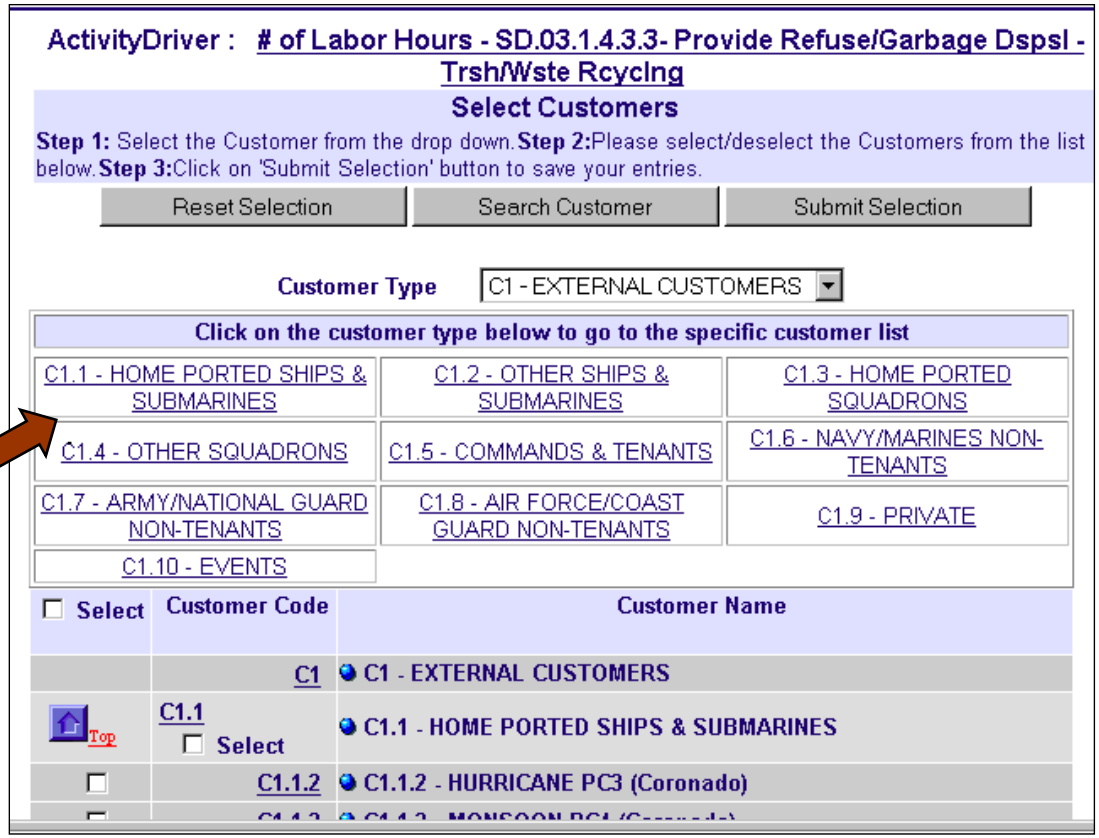
DCT: Activity Driver Quantity Assignment

e) Select Customer category to access customers for a specific category


ActivityDriver : # of Labor Hours - SD.03.1.4.3.3- Provide Refuse/Garbage Dspsl - Trsh/Wste Rcycing
Select Customers
Step 1: Select the Customer from the drop down. Step 2:Please select/deselect the Customers from the list below. Step 3:Click on 'Submit Selection' button to save your entries.
Reset Selection
Search Customer
Submit Selection
Customer Type
C1 - EXTERNAL CUSTOMERS
Click on the customer type below to go to the specific customer list
C1.1 - HOME PORTED SHIPS & SUBMARINES
C1.2 - OTHER SHIPS & SUBMARINES
C1.3 - HOME PORTED SQUADRONS
C1.4 - OTHER SQUADRONS
C1.5 - COMMANDS & TENANTS
C1.6 - NAVY/MARINES NON-TENANTS
C1.7 - ARMY/NATIONAL GUARD NON-TENANTS
C1.8 - AIR FORCE/COAST GUARD NON-TENANTS
C1.9 - PRIVATE
C1.10 - EVENTS
Select
Customer Code
Customer Name
C1
C1 - EXTERNAL CUSTOMERS
Top
C1.1
Select
C1.1 - HOME PORTED SHIPS & SUBMARINES
C1.1.2
C1.1.2 - HURRICANE PC3 (Coronado)

(e)

You may also select Customers by simply scrolling down the list

To conduct a keyword search for customers, click “Search Customer”

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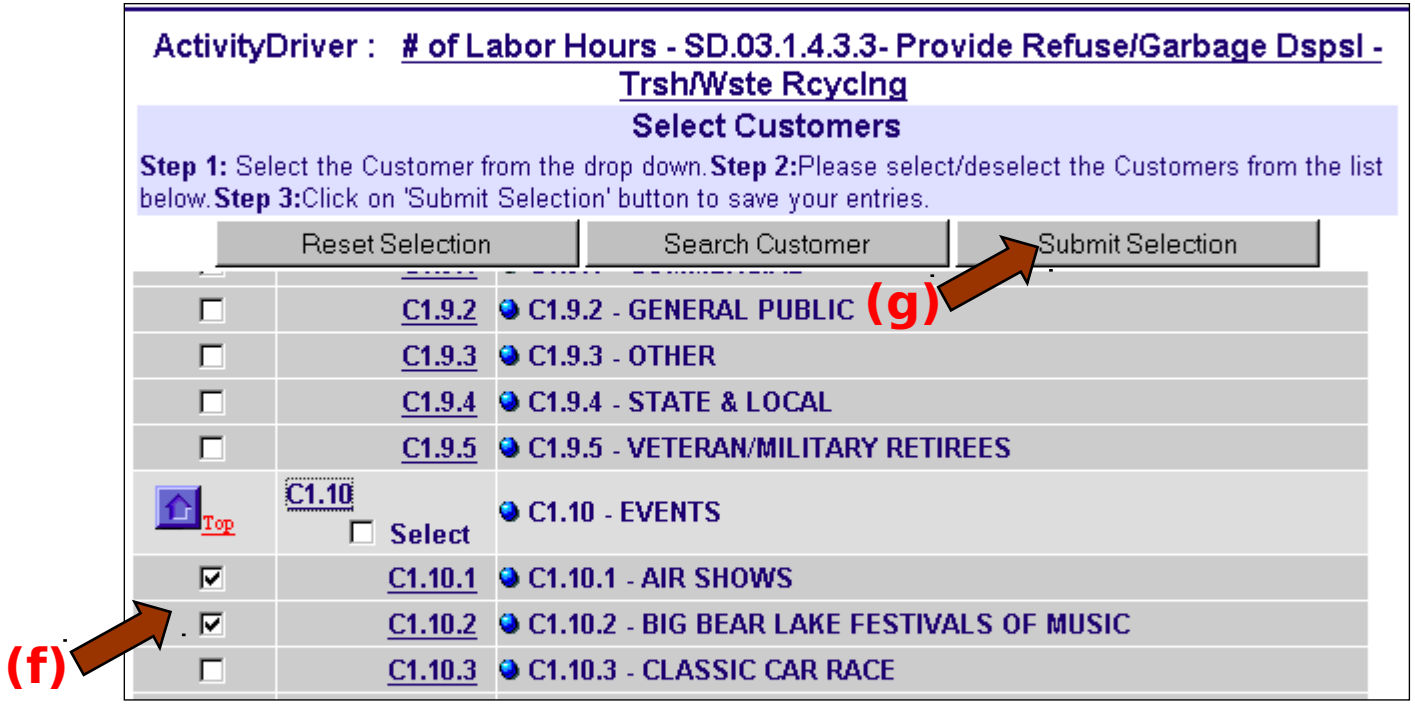
DCT: Activity Driver Quantity Assignment

f) To select Customers, click inside box beside each Customer for this activity

g) Click "**Submit Selection**"



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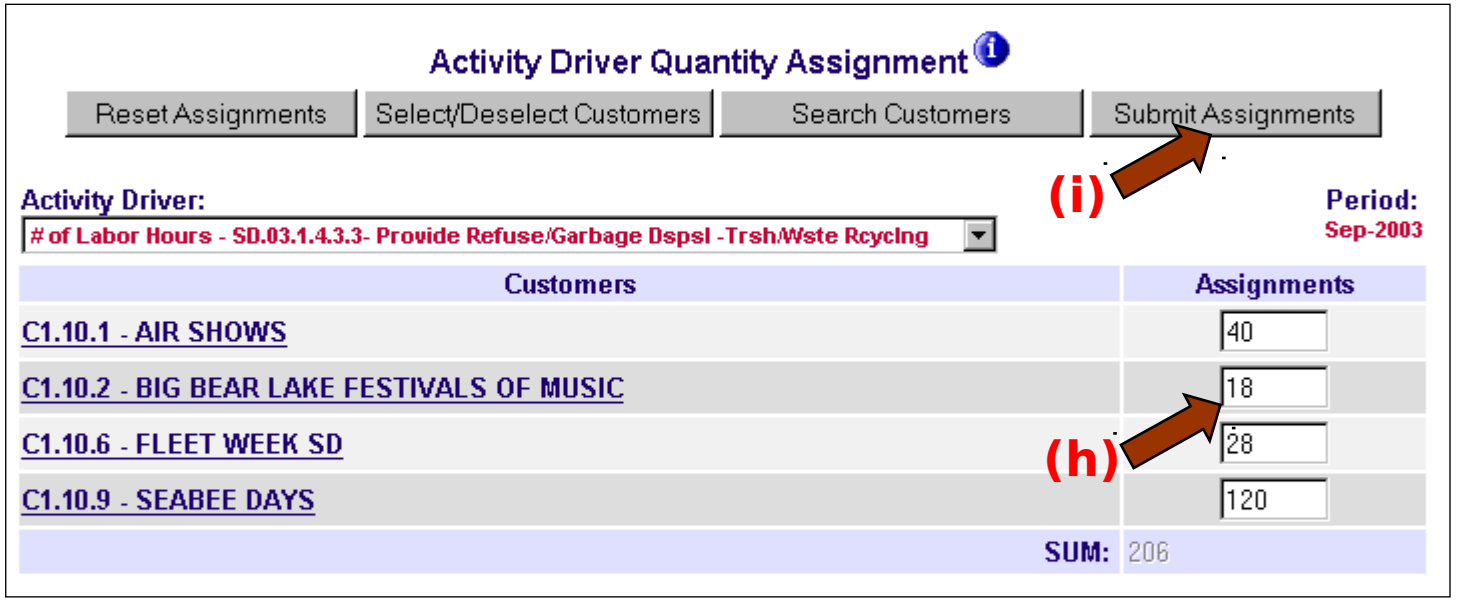
DCT: Activity Driver Quantity Assignment

h) Enter Activity Driver Quantity (e.g., # of Labor Hours)
i) Click "**Submit Assignments**"



Note: Contact the ABC Team and request "replication" for all activities that use the same customers, activity driver, and driver quantities

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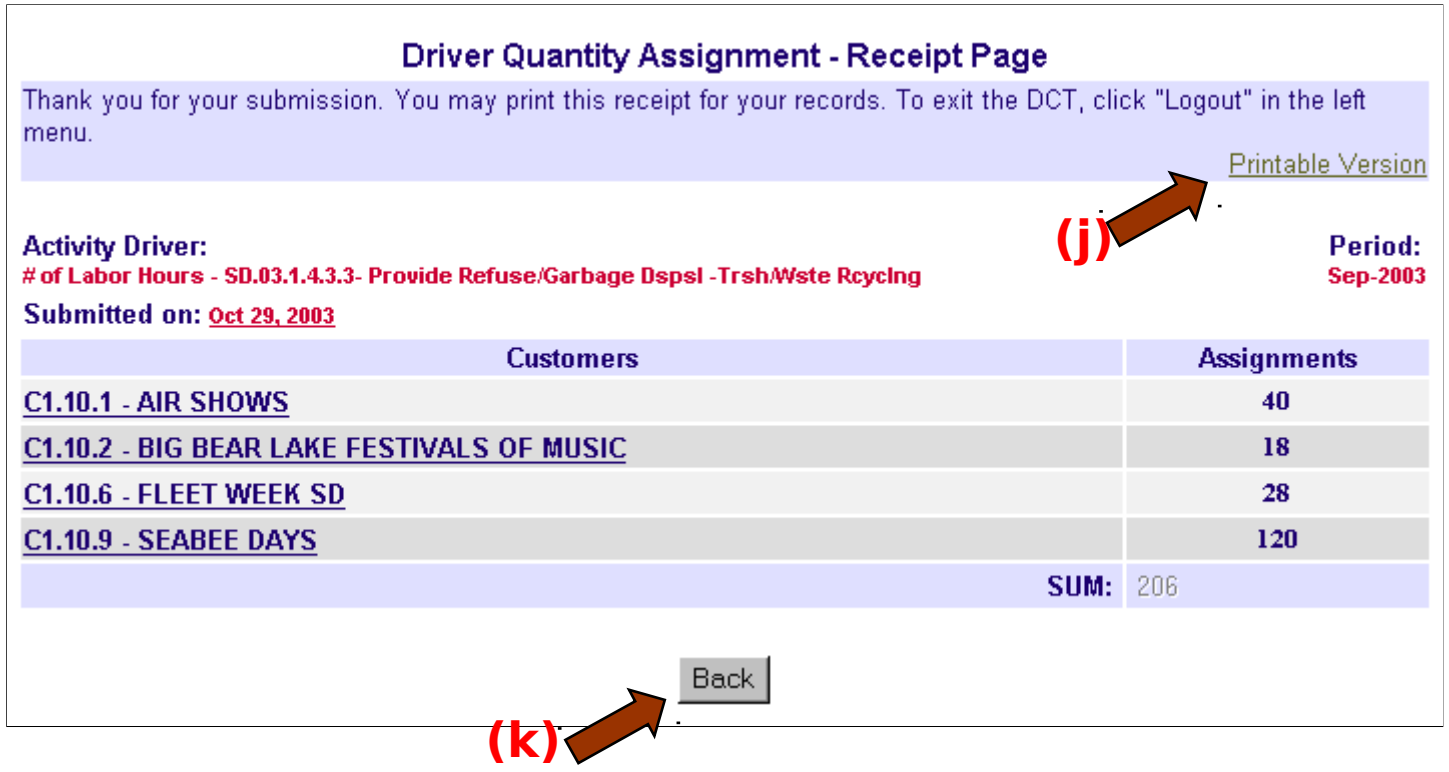
DCT: Activity Driver Quantity Assignment View Page

View Receipt Page and Print

j) Click "**Printable Version**" to print out a receipt
k) Click "**Back**" to edit and resubmit



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DCT: Activity to Customer

The purpose of the Activity-Customer Assignment data collection is to select the customers served by each activity. Each activity is "owned" by an organization. Activity owners are responsible for selecting all customers (both external and internal) for that activity. Activity owners do not need to enter the activity driver (metrics) information.

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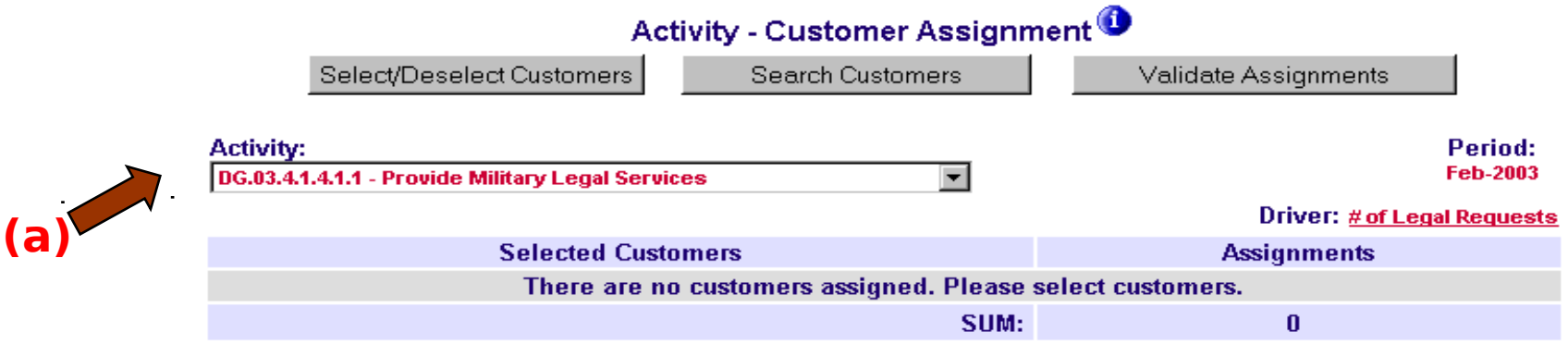
DCT: Activity to Customer

When a user performs the Activity-Customer data collection, a screen similar to the one that follows will appear:

a) Select activity from the drop down list



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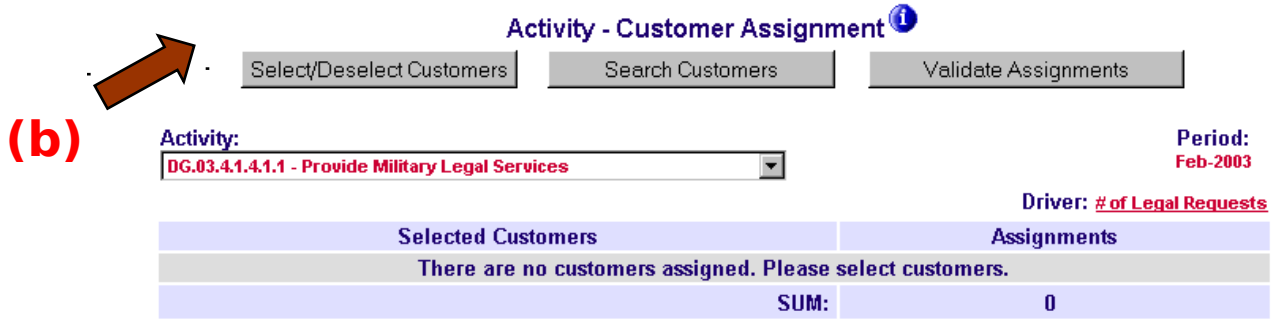
DCT: Activity to Customer

b) Click Select/Deselect Customers



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DCT: Activity to Customer

c) Select Customer Type and Location

d) Select Customer

e) Submit

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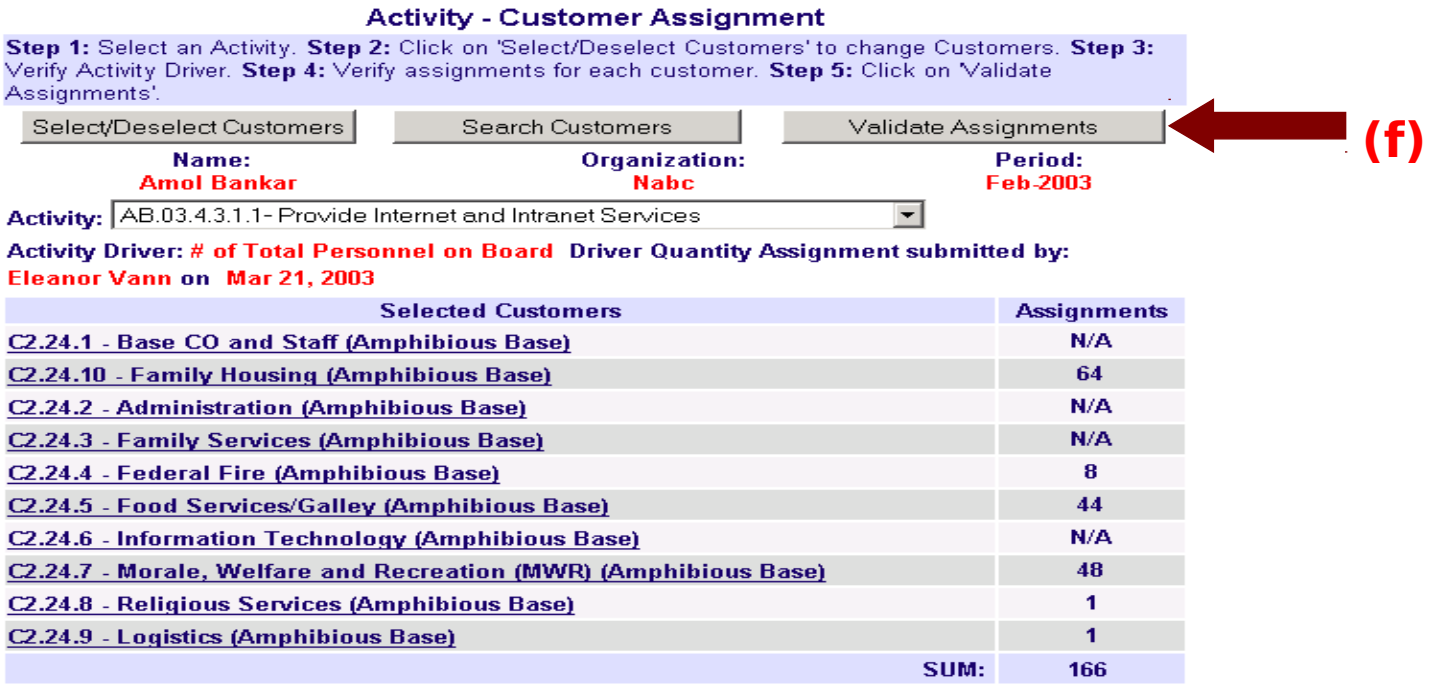
DCT: Activity to Customer

f) Click Validate Assignments


Activity - Customer Assignment
Step 1: Select an Activity. Step 2: Click on 'Select/Deselect Customers' to change Customers. Step 3: Verify Activity Driver. Step 4: Verify assignments for each customer. Step 5: Click on 'Validate Assignments'.
Select/Deselect Customers
Search Customers
Validate Assignments
(f)
Name:
Amol Bankar
Organization:
Nabc
Period:
Feb-2003
Activity: AB.03.4.3.1.1- Provide Internet and Intranet Services
Activity Driver: # of Total Personnel on Board Driver Quantity Assignment submitted by:
Eleanor Vann on Mar 21, 2003
Selected Customers
Assignments
C2.24.1 - Base CO and Staff (Amphibious Base) N/A
C2.24.10 - Family Housing (Amphibious Base) 64
C2.24.2 - Administration (Amphibious Base) N/A
C2.24.3 - Family Services (Amphibious Base) N/A
C2.24.4 - Federal Fire (Amphibious Base) 8
C2.24.5 - Food Services/Galley (Amphibious Base) 44
C2.24.6 - Information Technology (Amphibious Base) N/A
C2.24.7 - Morale, Welfare and Recreation (MWR) (Amphibious Base) 48
C2.24.8 - Religious Services (Amphibious Base) 1
C2.24.9 - Logistics (Amphibious Base) 1
SUM: 166

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DCT: Supervisors or Designated Personnel

- **Questions?**

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DCT Reports

The DCT generates the following status reports:

- **Labor**
- **Non-Labor**
- **Group**
- **Employee**
- **Driver Quantity**
- **Activity-Customer (N/A)**

The Labor Status Report will display all the employees (civilian and military) within your designated organization identified by Org Code. These lists have been pulled from various CNRMA legacy systems. Check to see if the list is correct and please contact the ABC Helpdesk with any corrections. Phone: 757-322-3151/3152; E-mail: abcmhelp@navy.mil

Sample reports follow.

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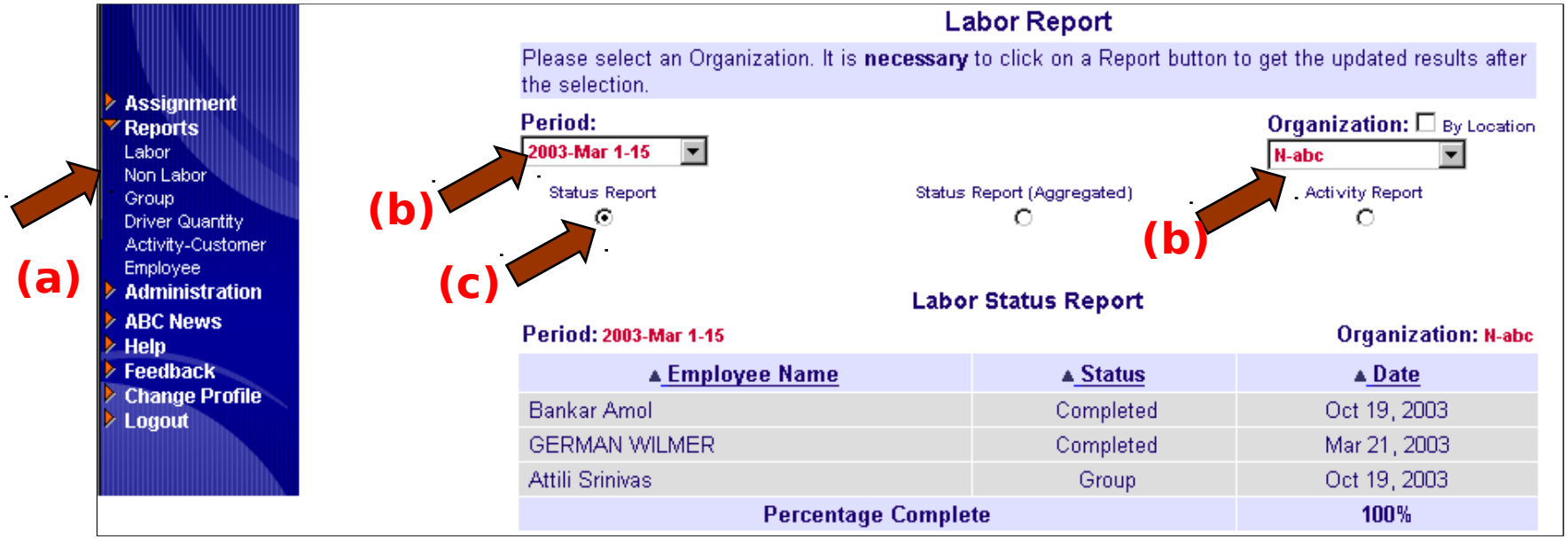
DCT: Supervisor or Designated Personnel: DCT Assignment Reports

1. Labor Report

a) Click Reports on the left navigation menu, then choose "**Labor**"

b) Choose Period, Organization

c) Select type of report you want to see



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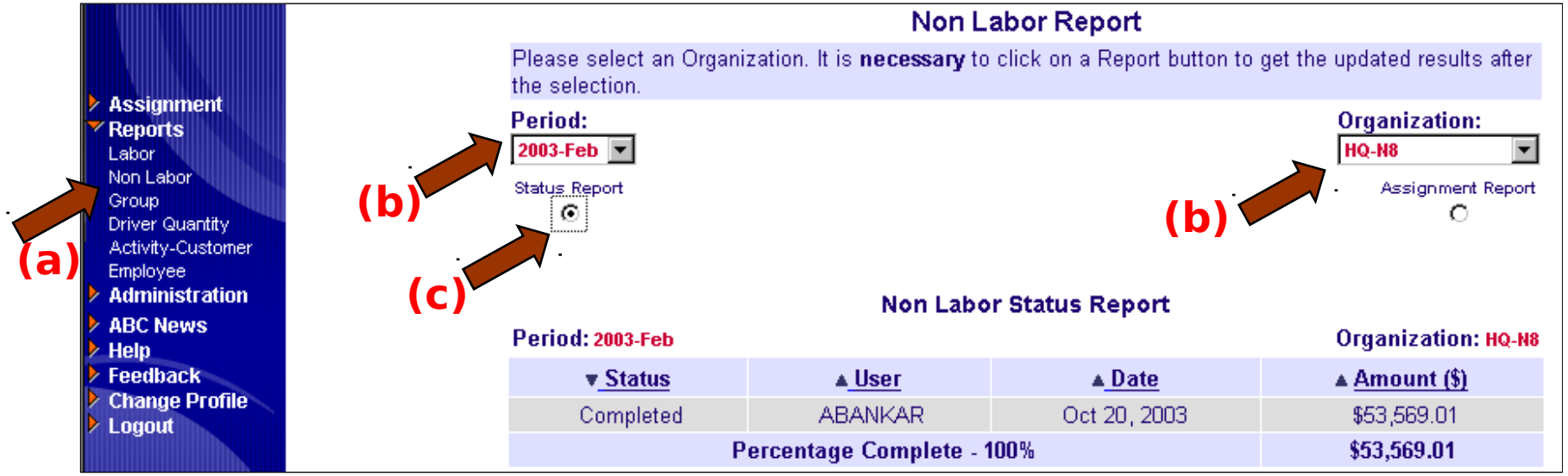
DCT: Supervisor or Designated Personnel: DCT Assignment Reports

2. Non-Labor Report

a) Click Reports on the left navigation menu, then choose "**Non-Labor**"

b) Choose Period and Organization

c) Select type of report you want to see



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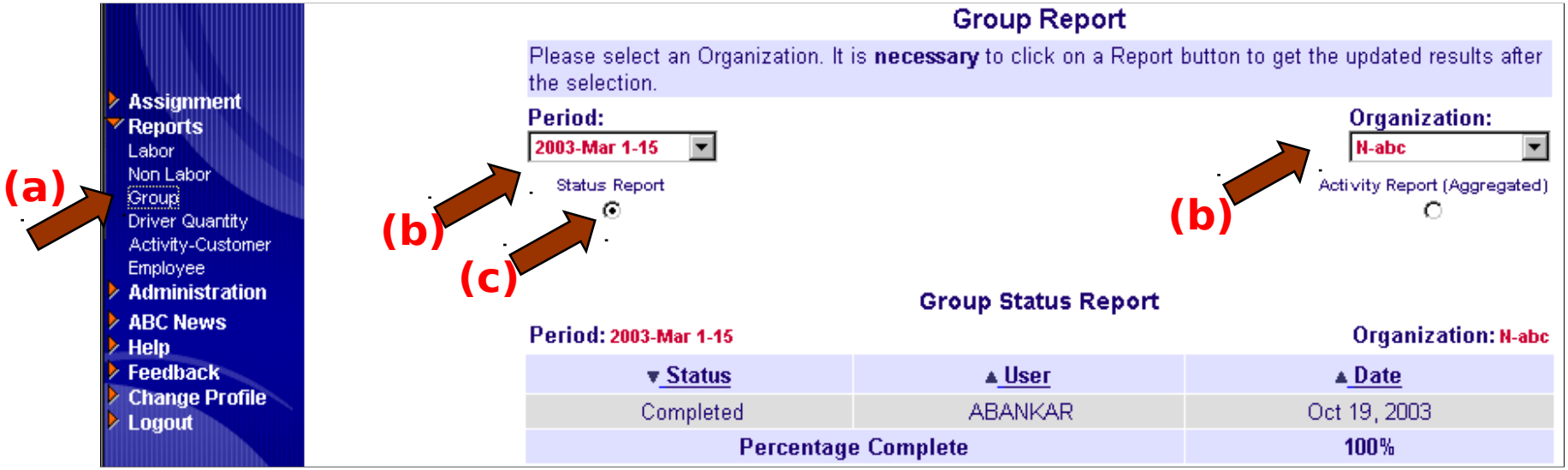
DCT: Supervisor or Designated Personnel: DCT Assignment Reports

3. Group Report

a) Click Reports on the left navigation menu, then choose "**Group**"

b) Choose Period, Organization, and Type of Report

c) Select type of report you want to see



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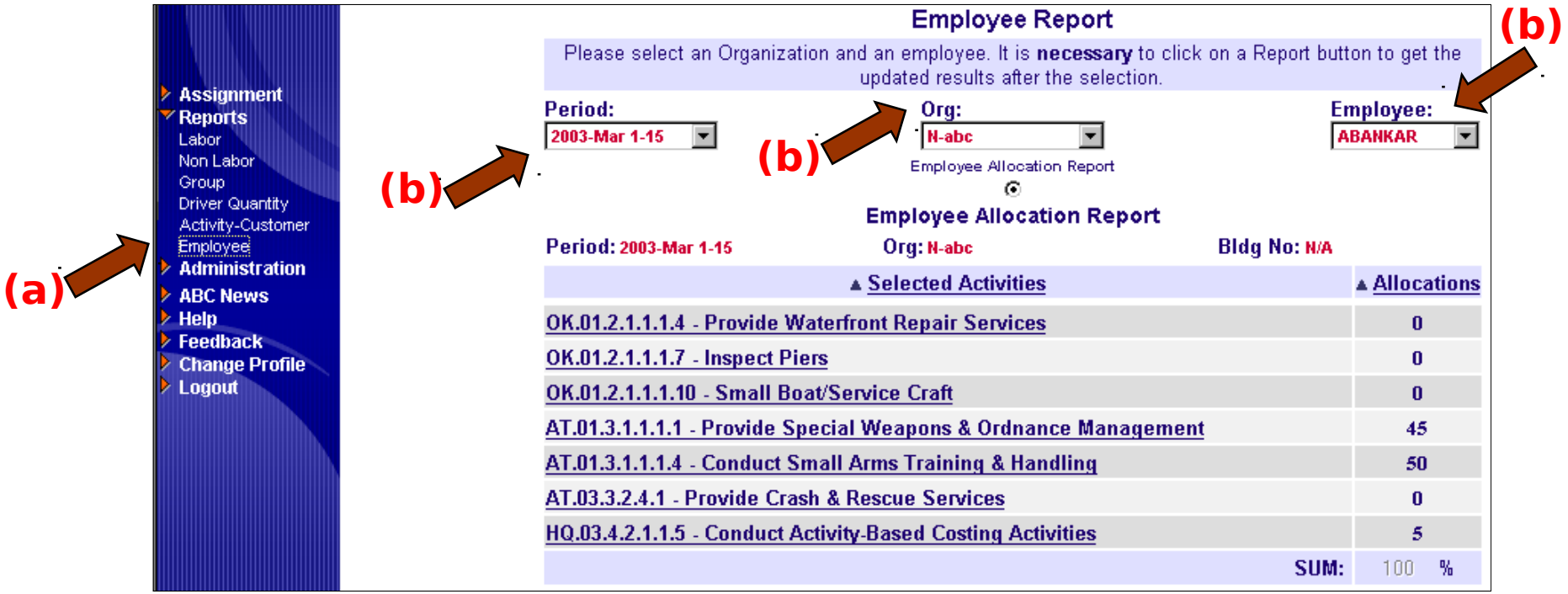
DCT: Supervisor or Designated Personnel: DCT Assignment Reports

4. Employee Report

a) Click Reports on the left navigation menu, then choose "**Employee**"

b) Choose Period, Organization, and Employee



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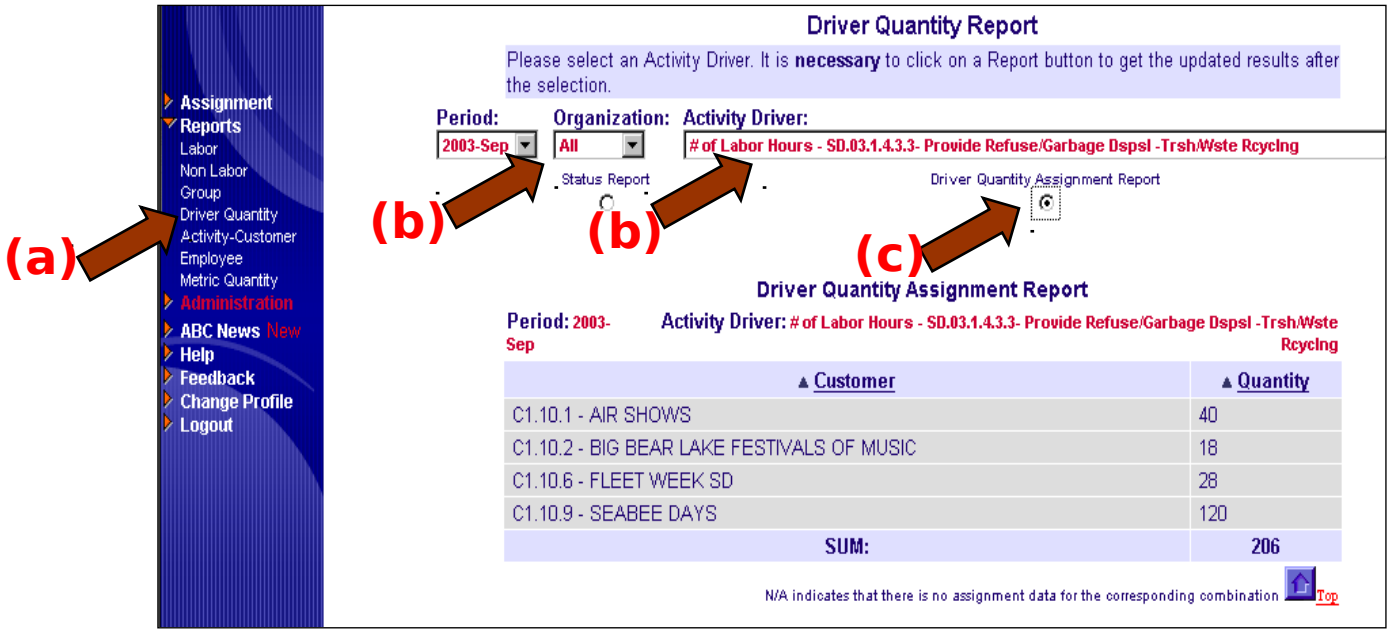
DCT: Supervisor or Designated Personnel: DCT Assignment Reports

5. Activity Driver Quantity Report

a) Click Reports on the left navigation menu, then choose "**Driver Quantity**"

b) Choose Period, Organization, and Activity Driver associated with Activity

c) Click "Driver Quantity Assignment Report



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